

Office Memorandum UNITED STATES GOVERNMENT

TO : Chief, Administrative Staff

DATE: 25 May 1953

FROM : Special Staff

SUBJECT: Justification for the Training of Key Logistics Personnel

1. At the present time various staff elements of the CIA are developing logistical plans designed to establish the Agencies 'Major Base Program' on a world-wide basis. It has been agreed that a major logistical support base will be established

2. In order to insure that key personnel are adequately trained and placed on duty as the advance party at this major base, action must be taken to recruit qualified personnel at the earliest possible date. These personnel will constitute the nucleus for the development and establishment of a CIA controlled facility. Those key personnel required to constitute this nucleus are as follows:

a. Supply:

- 1 - Chief, Supply Officer, GS-14/15
- 1 - Chief, Depot Operations Officer, GS-13
- 1 - Chief, Stock Control Officer, GS-13
- 1 - Ordnance Specialists Officer, GS-12
- 2 - Supply Officers, General, GS-9

b. Transportation:

- 1 - Transportation Officer, GS-14

d. Procurement:

- 1 - Procurement Officer, GS-14
- 1 - Procurement Officer, GS-13

d. Real Estate and Construction:

- 1 - Engineer Officer, GS-13

e. Logistics Planning:

- 1 - Logistics Planning Officer, GS-14

3. It will be the responsibility of these personnel to:

a. Insure the integration of operational and support activities into a common organization.

b. ~~To~~ Insure the necessary coordination and supervision of all CIA activities on the Base.

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c. Provide the essential liaison with the military command of the parent base and higher CIA headquarters echelons.

d. Establish an operational reserve of materiel

e. Develop operational and administrative procedures to provide adequate and timely materiel support for approved operations.

f. Maintain liaison with the military services which will be required to receive, store, maintain and issue materiel items common to each military service.

g. *Classify* ~~Classify~~ CIA procured items for storage purposes into standard military classes of supply.

h. Establish procedures for the requisitioning of all materiel.

i. Compile accurate statistical data for budget and cost control purposes including the maintenance of consumption factors for logistical planning purposes.

j. Develop inventory and inspection procedures to insure continuity and adequacy of materiel support.

1. Insure compliance with all CIA Field Regulations.

4. It is contemplated that the major support base will be activated on or about 1 January 1954. It is requested that tentative grades be established for those personnel as indicated in paragraph 2 above, so that recruitment and training programs for these personnel may be initiated.

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